



## DEPARTMENT OF THE NAVY

OFFICER IN CHARGE  
NAVAL SUPPORT ACTIVITY, NORFOLK  
NORTHWEST ANNEX  
1320 NORTHWEST BLVD, SUITE 100  
CHESAPEAKE, VIRGINIA 23322-4094

NAVSUPPACTNWINST 11200.1  
N02  
8 Jun 05

### NAVSUPPACT NORTHWEST ANNEX INSTRUCTION 11200.1

Subj: CONSTRUCTION AND SPECIALIZED EQUIPMENT OPERATOR TESTING AND LICENSING PROGRAM

Ref: (a) NAVFAC P-300

Encl: (1) NAVFAC 11240/10  
(2) NAVFAC 11260/1  
(3) NAVFAC 11260/2  
(4) NAVFAC 11260/3  
(5) Sample Licensing Authority Letter

1. Purpose. To promulgate guidelines for the issuance of licenses for government owned construction and specialized equipment operated onboard Naval Support Activity, Northwest Annex (NSA Northwest Annex).

2. Background. Commanding Officers of shore activities and ships have authority to issue the U.S. Government Motor Vehicle Operator's Identification Card (OF-346) and the Construction Equipment Operator's License (NAVFAC 11260/2), under procedures outlined in reference (a).

3. Discussion. NSA Northwest Annex and its tenant commands own and operate specialized equipment to support their maintenance operations. This includes but is not limited to wheeled tractors, bobcats, and all terrain utility vehicles (John Deere Gator, etc.). All personnel assigned duties involving the operation of this equipment are required to possess a Construction Equipment Operator's License standard form NAVFAC 11260/2.

a. The Construction Equipment Operator's License is honored throughout the Navy. The standards of the operator's testing and licensing program of this equipment should be such that only qualified operators are issued licenses regardless of where the licenses are issued. The back of the license shall show the equipment types, size and capacity, attachments, type controls and the initials of the examiner for each piece of equipment an individual is license to operate.

b. The Construction Equipment Operator's License is official evidence that the person named therein has been officially accepted as qualified to operate the types of equipment specified on the license. Possession of the license does not of itself constitute authorization to operate this equipment. Such authorization must be specifically obtained from the responsible supervisor charged with responsibility for this equipment and its operation.

c. Operators who have been issued a valid license shall have such license on their person when operating this equipment.

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#### 4. Responsibilities

##### a. Tenant Commands shall:

(1) Designate a representative in writing from their command who is responsible for the management and administration of the program for instructing, testing, and licensing of construction equipment operators. All designation letters will be forwarded to Officer in Charge, NSA Northwest Annex.

#### 5. Personal and Physical Qualifications

a. Applicants must have attained their 21st birthday, except that military personnel assigned to activities operating or preparing to operate outside the continental United States must have attained their 18th birthday.

b. A periodic physical examination by a medical officer is required. See Federal Personnel Manual 930-A-1 for civilian personnel. In addition, the applicant must meet the minimum requirements described below. The examining medical officer must note conformance, to or deviation from, these requirements and such findings must be forwarded to the licensing office for inclusion in the applicant's file.

(1) Applicant's arms, hands, fingers, legs, and feet must be sufficiently intact and functional to permit safe operation of construction equipment, even under severe operating conditions.

(2) Applicants must have minimum vision of 20/30 Snellen in one eye and 20/50 Snellen in the other eye, with or without glasses or contact lenses.

(3) Applicants must be able to distinguish red, green, and yellow colors regardless of position of colors.

(4) Applicant's hearing, with or without hearing aid, must test 15/20 for ordinary conversation in one ear.

(5) Applicants must evidence sufficient strength, endurance, agility, and speed of muscular reaction to meet the demands of equipment operation.

c. Notwithstanding the required physical examination, evidences of physical defects, poor attitude, or emotional instability that would render applicants a hazard to themselves and others, or which in the opinion of the examiner would interfere with an applicant's safe or efficient performance of duties, are sufficient cause to disqualify an applicant. For an operator who has previously established qualifications to operate, deviations from the physical requirements are not necessarily totally disqualifying. However, where such deviations exist, competent medical and management authorities shall give special consideration to each individual case and may recommend waivers. Waivers may be approved by the activity Commanding Officer. Waivers shall not be granted for applicants who have never before established operator qualifications. Any limitations imposed by reason of physical defects shall be noted on the license and record (NAVFAC Forms 11260/2 and 11260/3).

d. Justification for disqualification of the applicant on the grounds of physical defect or emotional instability may be derived by the examiner from interviews, reference to the applicant's medical record, analysis of accident reports involving the applicant, and the results of specialized clinical tests. Specialized clinical tests by the examiner may consist of the use of devices to indicate the applicant's depth perception, brake reaction time, field of vision, manual dexterity, tendencies to dizziness, or similar pertinent characteristics.

e. Applicants should be able to write essential words in English or the prevailing language in the area of operation. Applicants must be able to speak English or the prevailing language and must be able to read and understand signs and orders applicable to the operation of the equipment.

6. Testing

a. The official and organization responsible for the management of the licensing program will develop such program in accordance with NAVFAC P-300. A training program will be developed to meet the requirements of this publication. This includes safety instruction, written examinations, and a performance test.

b. All applicants for initial licensing shall be instructed and tested on all applicable procedures of Safety Precautions, activity safety guidance, and specific safety instructions for the equipment for which the applicant is to be licensed. Initial applicants must pass a written test and demonstrate operating proficiency by passing the performance qualification test. Each activity will develop the tests as needed to support their individual activity requirements.



A. J. McMENAMIN

Distribution: (NAVSUPPACTNORVAINST 5216.1Q)  
Lists V through VII

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD**  
**NAVFAC 11240/10 (REV. 10-75)**

**PRIVACY ACT STATEMENT**

Authority to request this information is derived from Title 40 United States Code 471. Purpose of this form is to obtain information to determine whether an individual is qualified to operate a government vehicle and/or equipment. Information is used by agency transportation officials and may be used by government and civil law enforcement authorities for court action. Providing information for this form is mandatory. If the information is not provided, the individual would be denied the privilege of operating a government vehicle and/or equipment.

**GENERAL**

Prepare in duplicate. File original in applicant's personnel jacket and retain copy in issuing office. Use typewriter or ball-point pen.

**PART I - APPLICATION**

1. Self-explanatory.
2. Enter military rank/rate or civilian grade and title.
3. Enter name and location of activity. Abbreviations may be used.
4. Self-explanatory.
5. Enter day, month and year of birth.
6. Enter city/town and state of birth.
7. Self-explanatory.
8. Enter male or female.
9. Self-explanatory.
10. Enter height in feet and inches; i.e., 6'2".
11. Enter color of hair; i.e., brown, black, gray.
12. Enter color of eyes; i.e., blue, brown, hazel.
13. Enter shop name and number, plus applicant's badge number.
14. Enter the name of the applicant's supervisor.
15. Enter the telephone number of the applicant's supervisor; i.e., 74056.
16. a. Check type of identification card applied for.  
b. Check types of vehicles to be operated for which operator's identification card is to be issued.
17. List other types of vehicles that applicant is required to operate not listed under 16 b.
18. Enter current valid state (name and number) vehicle operator's license(s).
19. Signature of requesting official; i.e., Commanding Officer or designated representative and date.

**PART II - OPERATOR'S PAST PERFORMANCE RECORD**

1. Self-explanatory.
2. Enter vehicle type/size that applicant is or has been authorized to operate.
3. Enter date of issue of previous or present state vehicle operator's license.
4. Enter date of issue of previous identification cards (if any).
5. Enter number of years of driving experience, both civilian and military, for each license entry.
6. Briefly list accidents, violations, arrests, if any, and action taken.
7. Signature of applicant and date.

**PART III - EXAMINATION RESULTS**

- 1&2. Check appropriate boxes.
3. List types of Government vehicles authorized to operate; i.e., pickup truck, truck tank.
4. Enter remarks, if any, the examiner considers necessary; i.e., restrictions, driving weaknesses, outstanding qualifications.

**PART IV - ACTION BY ADMINISTERING OFFICIAL**

1. Check appropriate box.
2. Enter serial number of identification card issued, date issued, and expiration date.
3. The phrase "Void unless accompanied by valid state license" may be overstamped on the card or typed on the back under "Other Records."
4. Check appropriate box.
5. Signature of administering official and date.

Read the *PRIVACY ACT STATEMENT* on reverse before completing this application  
APPLICATION FOR CONSTRUCTION EQUIPMENT OPERATOR LICENSE  
NAVFAC 11260/1 (Rev. 6/76)

SN 0105-LF-012-6005

PART I - APPLICATION		
1. NAVAL ACTIVITY	2. APPLICANT'S NAME	3. RANK, RATE OR CIVILIAN STATUS
4. DEPARTMENT, DIVISION AND/OR SHOP ASSIGNED TO		5. APPLICANT'S JOB TITLE
6. DESCRIPTION OF EQUIPMENT LICENSE REQUESTED		
(a) TYPE OF EQUIPMENT	(b) TYPE OF CONTROL	(c) TYPE OF ATTACHMENT
7. STATEMENT OF QUALIFYING EXPERIENCE		

8. DESCRIPTION OF EQUIPMENT APPLICANT IS CURRENTLY LICENSED TO OPERATE

9. SPONSOR'S STATEMENT OF APPLICANT'S READINESS AND/OR PREPARATORY TRAINING FOR TEST (NOTE: The sponsor can be either a qualified instructor or licensed operator)

Signature	Sponsor
PART II - REQUEST FOR ADMINISTERING TESTS AND EXAMINATIONS AND ISSUING LICENSE	

FROM:  
TO:

Date

It is requested that the license for equipment described in item 6 above be issued to this applicant upon his successful completion of the required examinations and tests.

Signature

Title

Department, Division or Shop Supervisor

(OVER)

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navfac 11260 (524x825x24b jpeg)

<b>CONSTRUCTION EQUIPMENT OPERATOR LICENSE</b>					CARD NO
NAVFA 11260 2 (8-74)					DATE ISSUED
Supersedes NAVDOCKS 2754					
S/N 0105-LF-004-1510					DATE EXPIRES
NAME OF OPERATOR					
DATE OF BIRTH	COLOR OF HAIR	COLOR OF EYES	HEIGHT	WEIGHT	
THE HOLDER OF THIS CARD IS QUALIFIED TO OPERATE U. S. GOVERNMENT HEAVY EQUIPMENT AS SPECIFIED ON REVERSE OF THIS CARD					
SIGNATURE OF ISSUING OFFICIAL			TITLE		
			CERTIFIED EXAMINER		
SIGNATURE OF OPERATOR			TITLE OF POSITION		
NOT TRANSFERABLE Card must be carried at all times when operating Government equipment					

( Front )

QUALIFIED TO OPERATE				
EQUIPMENT TYPE	SIZE AND CAPACITY	ATTACHMENT	TYPE CON- TROLS	EXAM
U. S. GOVERNMENT PRINTING OFFICE: 1984-705-012/7317 2-1				

( Back )

CONSTRUCTION EQUIPMENT OPERATOR LICENSE RECORD

NAVFAC 11260/3 (Rev. 3-76)

S/N 0105-LF-01 2-6015

LICENSE NO.	NAME	DATE OF BIRTH	

[illegible]

8 Jun 05

From: Officer In Charge, Naval Support Activity, Northwest Annex  
To:

Subj: ASSIGNMENT AS CONSTRUCTION EQUIPMENT OPERATOR LICENSING AUTHORITY  
FOR NAVAL SUPPORT ACTIVITY NORTHWEST ANNEX

Ref: (a) NAVFAC P-300; Management of Transportation Equipment

1. Per reference (a), you are hereby assigned as the Command licensing authority for Construction Equipment Operator Licenses.
2. As the licensing authority, you are responsible for all training, reporting, and documentation required to administer the program.

A. J. McMENAMIN

Copy to:  
Admin